

CERTIFICATE OF ZONING COMPLIANCE

What is a Certificate of Zoning Compliance?

A Certificate of Zoning Compliance indicates that a structure or use meets the applicable zoning requirements.

A Certificate of Zoning Compliance is required for the occupancy, use, or change of use of any property in the Town. The Certificates of Zoning Compliance may certify that the new construction meets the Zoning Ordinance or that a new business complies with the zoning requirements applicable to its proposed location.

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When is a Certificate of Zoning Compliance needed?

A Certificate of Zoning Compliance is required for:

- ⇒ Occupancy and use of a new structure.*
- ⇒ A change in use of an existing building.*
- ⇒ Occupancy and use of vacant land except for the raising of crops.*
- ⇒ A change in the use of land except for the raising of crops.*

⇒ Any change in the use of a non-conforming use.

⇒ A business license for a new business or change of address.

In case of undue hardship, a temporary or partial Certificate of Zoning Compliance may be issued for up to six months provided that:

- ⇒ The site and building are in a safe useable condition;*
- ⇒ All site development requirements are substantially completed, but due to unavoidable delays such as adverse weather conditions, cannot be entirely completed in a reasonable time;*
- ⇒ The owner or owner's agent provides the Town with securities to ensure completion of all development requirements.*

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Who issues the Certificate of Zoning Compliance?

The Certificate of Zoning Compliance is issued by the Zoning Administrator, to assure that the use and physical development of the site is in conformity with all applicable provisions of the Zoning Ordinance and all other town laws.

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How long will it take to get a certificate of Zoning Compliance?

The Town will generally issue or deny any application for a Certificate of Zoning Compliance within two days of an application being processed. If the application is denied, the owner or owner's agent will be advised of the reasons for the denial, and the specific actions required on the part of the owner before the certificate can be issued.

Certificate of Zoning Compliance



For more information contact:

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